

5 FAH-2 H-440 HANDLING INSTRUCTIONS

(TL:TEL-1; 07-01-1998)

5 FAH-2 H-441 CAPTIONS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The distribution captions and channel captions described below are also found in 5 FAH-1, *The Correspondence Handbook*. The descriptions here include additional advice for IRM personnel in transmitting, handling and delivering telegrams at post.

5 FAH-2 H-442 SPECIAL HANDLING CAPTIONS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The Special Handling Captions are grouped together to meet internal dissemination and sorting requirements in the Main State Messaging Center and not because of an inherent similarity in content. A Special Handling Caption, when used, is the first caption after the MRN.

5 FAH-2 H-442.1 AGREEMENT CHANNEL

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

AGREEMENT CHANNEL is used for communications dealing with agreement requests for American ambassadors and ministers and issues relating to the appointment, resignation, or transfer of an American Chief of Mission or Charge´ d’Affaires. Messages in the AGREEMENT CHANNEL may not carry NODIS, EXDIS or LIMDIS captions, because AGREEMENT CHANNEL itself ensures the most restricted dissemination. AGREEMENT CHANNEL messages must be classified or administratively controlled. This caption may be used laterally in the field if the Department is an addressee.

5 FAH-2 H-442.2 DIRGEN CHANNEL

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

DIRGEN CHANNEL is used for communications between the Director General of the Foreign Service (M/DG) and the Chief of Mission regarding sensitive personnel issues other than agreement and medical matters. This caption may not be used laterally in the field. Messages in the DIRGEN CHANNEL may contain personal information which must be protected under provisions of the Privacy Act, Public Law 93-570.

5 FAH-2 H-442.3 NODIS (No Distribution)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. No distribution to other than addressee without prior approval from S/S-O. NODIS is used only on messages of the highest sensitivity between the President, the Secretary of State, and Chiefs of Mission. NODIS telegrams are transmitted from the originator to a single addressee. NODIS must be classified or administratively controlled; ZFF4 must appear on FL-5; the receiving station must send an acknowledgment to the originating station.

b. When received in the Department, a message bearing this caption is handled only by IRM/OPS/MSO/MSMC and the Operations Center Senior Watch Officer, who assigns distribution. Operations Center watch officers and IPC personnel at posts abroad must keep an official record of all people who read incoming or outgoing NODIS messages.

c. At field posts the IPC can deliver NODIS messages only to the Chief of Mission or Charge'. In the Department the Executive Secretary controls the dissemination of NODIS messages through the Senior Watch Officer.

d. NODIS messages may not be transmitted laterally between posts, except when specifically permitted by S/S-O. Requests to laterally transmit NODIS should be sent telegraphically to the Department with the attention indicator "FOR S/S-O."

5 FAH-2 H-442.4 ROGER CHANNEL

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

ROGER CHANNEL is used for communications between the Director of Intelligence and Research (INR) and the Chief of Mission. ROGER CHANNEL telegrams must be classified or administratively controlled. This caption may be transmitted laterally in the field with discretion, if the

Department is an addressee.

5 FAH-2 H-442.5 STADIS (State Distribution Only)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

STADIS precludes initial distribution to other Federal agencies and is used when disclosure of information to other agencies would be prejudicial to the best interests of the Department. STADIS telegrams must be classified or administratively controlled.

5 FAH-2 H-443 DISTRIBUTION CAPTIONS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Distribution captions direct and restrict dissemination according to arrangements made at the time a new caption is approved for use. When these captions are used, each must appear on a line by itself, spelled exactly as shown.

(1) **ADM AID**—for telegrams regarding administrative issues for Agency for International Development (AID) employees.

(2) **AFSA**—for telegrams to and from American Foreign Service Association (AFSA) members. At post an AFSA member must draft or clear AFSA telegrams. AFSA telegrams must be unclassified, ROUTINE precedence. TAGS are not used. If addressed to one person, only one AFSA telegram may be distributed to that individual. If the addressee is not at post, deliver the telegram to the AFSA representative or administrative officer.

(3) **AIDAC**—for telegrams drafted by AID employees, at field posts, or in the Department.

(4) **AIDAC AFDROUGHT**—for AIDAC telegrams concerning food emergency and drought problems in Africa.

(5) **AVSECBN**—for telegrams that repeat Federal Aviation Administration Security Bulletins; limits dissemination to those who need the information to assist in countering the threat.

(6) **CODEL**—for telegrams concerning Congressional Delegation visits to field posts. Used with the name of the congressional committee or group chairman, i.e., CODEL BAUCUS.

(7) **EXCON**—for telegrams about the Export Control program.

(8) **EXDIS**—Exclusive Distribution to officers with essential need to know. This caption is used only for highly sensitive traffic between the White House, the Secretary, Deputy, or Under Secretaries of State and Chiefs of Mission. EXDIS telegrams must be classified or administratively controlled. If the message is not to or from the Secretary and a Chief of Mission, the drafter must include the attention indicators “FOR [title or name of addressee]”, “FROM [title or name of the addresser]”. EXDIS telegrams may be transmitted laterally if the Department is included as an addressee. However, EXDIS messages may not be transmitted laterally to other agencies or their constituents (e.g., military commands), unless permission is first received from S/S-O.

(9) **FASTO**—Foreign Agricultural Service to FAS field posts.

(10) **FODAG**—for telegrams to and from the U.S. Mission to the Food and Agriculture Organization (FAO) in Rome.

(11) **H PASS**—for telegrams to members of Congress, including district offices.

(12) **ICAO**—for telegrams to and from the U.S. Mission to the International Civil Aviation Organization in Montreal.

(13) **LIMDIS**—distribution limited to officers, offices and agencies with the need to know, as determined by the Chief of Mission or designee. Used for unusually sensitive policy matters regarding political, economic or military issues.

(14) **LOCUST**—for telegrams regarding locust infestations.

(15) **NESCO**—for telegrams to and from the U.S. Observer Mission in Paris relating to United Nations Educational, Science and Cultural Organization (UNESCO) matters.

(16) **OBIT**—for telegrams pertaining to the death of a U.S. Government employee, dependent or private citizen. This caption must be followed by a diagonal (/) and the acronym for the specific agency, i.e., OBIT/USIA. If the caption pertains to the death of a private citizen use OBIT/OCS.

(17) **OFFICIAL INFORMAL**—for telegrams expressing personal opinions or preliminary information on policy. When addressed to the Department, include an attention indicator for the action office.

(18) **SDFCU**—for telegrams about personal financial transactions with the State Department Federal Credit Union. Must be unclassified, ROUTINE precedence.

(19) **TERREP**—for telegrams relating information about terrorism. TERREP messages may only be distributed to members of the Emergency Action Committee. State any action requested in the first paragraph and classify according to content. TERREP messages may be transmitted laterally in the field.

(20) **TERREP EXCLUSIVE**—for telegrams relating highly sensitive information on terrorism. Field posts may restrict distribution depending on circumstances in the field. May only be transmitted laterally if the Department is an addressee.

(21) **TOFAS**—To the Foreign Agricultural Service (FAS), Department of Agriculture from FAS field posts.

(22) **TOPEC**—for telegrams between Peace Corps headquarters and field representatives.

(23) **TOPEC MED EYES**—for telegrams regarding medically privileged information protected by the Privacy Act and distributed only to the Peace Corps medical staff at post or Peace Corps headquarters.

(24) **USDOC**—for telegrams between the United States Department of Commerce and field representatives.

(25) **USIA**—for telegrams between USIA and/or field representatives.

(26) **USOECD**—for telegrams to and from the U.S. Mission to the Organization for Economic Cooperation and Development, Paris.

(27) **USSTART**—for telegrams to and from the U.S. Delegation to the Strategic Arms Limitation Talks (START).

(28) **USSCC**—for telegrams to and from the U.S. Standing Consultative Commission, Geneva.

(29) **VISAS**—for telegrams about individual immigration, visa and deportation cases and operational and procedural aspects of the visa function.

5 FAH-2 H-444 CHANNEL CAPTIONS

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

At missions abroad channel captions are intended to restrict distribution to the Executive Office or the office designated by the caption. Therefore, no other distribution caption is required on communications which have channel captions.

(1) **AGS CHANNEL**—for telegrams between an AID employee and the grievance staff, PER/G, AID/M/PM/ERS. This is subject to the same restrictions as GRIEVANCE CHANNEL communications.

(2) **AID/OIG CHANNEL**—for telegrams between the AID Inspector General (IG) and the regional Inspectors General and their staffs in the field.

(3) **DISSENT CHANNEL**—for telegrams between the Department and any person at a post overseas submitting dissenting views on policy. The first paragraph should identify the drafter. DISSENT CHANNEL messages are distributed in the Department initially only to the Executive Secretary of the Department and to the Director of the Policy Planning Staff (S/P), who has responsibility for handling any response. Further distribution is determined by the Director of S/P, in consultation with the Secretary as appropriate, and with regard to the sensitivity of the message and the desires of the drafter.

(4) **DOCKLAMP CHANNEL**—for telegrams between the Defense Intelligence Agency and Defense Attaches. Dissemination of DOCKLAMP messages should be limited to the Defense Attaché. Additional distribution, if required, will be determined by the Defense Attaché. DOCKLAMP files will be maintained only by the Defense Attaché Office (DAO) and all paper copies must be returned to the DAO.

(5) **DS CHANNEL**—for telegrams between the Assistant Secretary and/or Deputy Assistant Secretaries of Diplomatic Security and the responsible DS officer concerning criminal and special investigations involving: U.S. citizens or foreign nationals, who are not DS employees; special protective equipment; other subjects which the drafter deems should be restricted to DS personnel at posts or within the Department. Limit field dissemination of DS CHANNEL messages to the Regional Security or Post Security Officer; limit domestic dissemination to offices within DS. This caption may be used laterally in the field.

(6) **DSX CHANNEL**—for telegrams between the Assistant Secretary and/or Deputy Assistant Secretaries of Diplomatic Security and the responsible DS officer concerning criminal and special investigations involving: U.S. citizen Department employees or DS employees; counterintelligence investigations; adverse personnel security actions; investigations concerning spouse or child abuse; confidential sources; undercover operations; sensitive subjects which the drafter deems should be highly restricted. Limit field dissemination of DSX Channel messages to the Regional Security or Post Security Officer; limit domestic dissemination to offices within DS. This caption may be used laterally in the field.

(7) **DTS CHANNEL**—for telegrams between IRM, the Area Telecommunications Office (ATO) Headquarters, Regional Directors of Information Management Centers, IPOs and ITOs; concerning technical security and operational matters that affect joint operations within the Diplomatic Telecommunications Service (DTS). This caption may be used laterally in the field.

(8) **EEO CHANNEL**—for telegrams between the Office of Equal Employment Opportunity and Civil Rights (S/EEOCR) and officially designated EEO counselors at overseas posts regarding discrimination complaints. To preserve the privileged nature of this information, dissemination of EEO CHANNEL messages should be strictly limited to S/EEOCR in the Department and EEO counselors in the field. Communications intended for individuals other than the officially designated EEO counselor in the field should bear the attention indicator “FOR (NAME)” one blank line following the EEO CHANNEL caption.

(9) **ERG CHANNEL**—for telegrams regarding grievances between an employee and the exclusive representative of the American Foreign Service Association (AFSA)

(10) **GRIEVANCE CHANNEL**—for telegrams between the Foreign Service Grievance Board and employees in the field on matters relating to formal grievances filed under 3 FAM 4420. May be used laterally in the field only for communication between a traveling Board member and an employee at another post.

(11) **IM CHANNEL**—for telegrams between the Deputy Chief Information Officer for Operations and field operations at RIMCs, IPCs and ISCs concerning technical communications operations not requiring dissemination outside IRM. May be used laterally in the field.

(12) **IM CHANNEL EXCLUSIVE**—for telegrams between the IM Deputy Assistant Secretary (DAS) or IRM Director and IRM personnel in the field. Format as “IM CHANNEL EXCLUSIVE FOR (NAME OF INDIVIDUAL).”

(13) **MED CHANNEL**—for telegrams between the Director for Medical Services (M/MED) and the Chief of Mission, medical officer, nurse, or designee, regarding sensitive medical matters of Department of State employees or their dependents or employees or dependents of other U.S. Government agencies under direct or participating agency support agreements. MED CHANNEL messages at missions abroad must be disseminated on a minimal need-to-know basis and will be limited to the medical officer or the Chief of Mission’s designee. MED CHANNEL messages should be delivered in sealed envelopes marked “MED CHANNEL - TO BE OPENED ONLY BY ADDRESSEE.” In the Department dissemination must be on a minimum need-to-know basis. MED CHANNEL messages should NOT be used for reports of death, requests for medical supplies or requests for approval of emergency visitation travel. MED

CHANNEL may be used laterally in the field.

(14) **MGT CHANNEL**—for telegrams between the Undersecretary for Management and posts, with post dissemination only to those persons or offices specified by the attention indicator, “FOR (NAME OF PERSON OR OFFICE) ONLY.” This caption may not be used laterally in the field.

(15) **NAROP CHANNEL**—for telegrams between the Drug Enforcement Administration, overseas DEA representatives, Department of Justice, Chiefs of Mission, the Secretary of State and the Assistant Secretary for the Bureau of International Narcotics Matters regarding narcotics issues. NAROP CHANNEL telegrams must be classified or administratively controlled. IPC should deliver NAROP messages only to the Chief of Mission and the DEA Agent-In-Charge. The Assistant Secretary for the Bureau of International Narcotics Matters will determine distribution of NAROP messages in Washington on a strict need-to-know basis. NAROP messages may not be transmitted laterally. Only the Chief of Mission or designee can approve a NAROP message for transmission. NAROP CHANNEL can only be addressed to SECSTATE and DEA.

(16) **OIG CHANNEL**—for telegrams between the Office of the Inspector General (O/IG) and Inspectors in the field and between the Inspector General and Chiefs of Mission. The OIG Channel may be used laterally in the field if: 1) the Inspector General or Deputy Inspectors General are in the field and communicate with inspectors; 2) a team leader or subteam leader communicates with another inspector on the team; 3) the Department is included as an addressee.

(17) **PER CHANNEL**—for telegrams between the Office of the Director General of the Foreign Service and posts on matters relating to personnel administration involving U.S. citizen employees. These matters include, but are not limited to, assignments, transfers, training, performance evaluations, compensation, employment, health benefits, life insurance, employee-management relations, title and rank, position descriptions, military service status, campaigns and retirement. PER CHANNEL should not be used for personnel-related issues covered under other CHANNEL captions, i.e., agreement requests and certain other matters relating to Chiefs of Mission and Chargés d'affaires, sensitive personnel matters requiring the attention of the Director General or Deputy Assistant Secretary for Personnel, medical matters, grievances between individual employees and the Foreign Service Grievance Board, or travel messages. PER CHANNEL may be used laterally in the field with discretion, if the Department is an information addressee. PER CHANNEL messages may contain personal information that must be protected under provisions of the Privacy Act, Public Law 93-570.

(18) **RODCA CHANNEL**—for telegrams relating operational intelligence communications between authorized Department of Defense Agencies and Defense Attachés. Dissemination of RODCA communications is limited to the Defense Attaché. RODCA message files will be maintained only by the DAO and all copies must be returned to the DAO.

(19) **STR CHANNEL**—for telegrams between the Office of the Special Trade Representative in Washington and its staff in Geneva. Use of the STR CHANNEL caption does not mean the information in the telegram represents the U.S. Government position on any issue. STR CHANNEL is provided as a telegraphic forum for discussion of U.S. positions and permits limited distribution of those telegrams. May not be used laterally in the field.

(20) **TM CHANNEL**—for telegrams between the Office of the Director General of the Foreign Service and posts for all Travel Messages (TMs), i.e., TMONE through TMEIGHT, as defined by 3 FAM 3760. TMs between USIS posts and media extensions abroad and USIA Washington are transmitted as “TM CHANNEL (USIA).” The TM CHANNEL is not to be used on any other matters relating to personnel administration. Dissemination and control of TM CHANNEL communications are subject to the same restrictions as PER CHANNEL communications. The TM CHANNEL caption may be used laterally in the field if the Department is an addressee. TM CHANNEL messages may contain personal information that must be protected under provisions of the Privacy Act, Public Law 93-579.

5 FAH-2 H-445 DEPARTMENT REVIEW OF CAPTIONS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. In the Department the Operations Center (S/S-O) and Main State Messaging Center (IRM/OPS/MSO/MSMC) regulate the proper use of captions. If Messaging Center analysts have a question about adding or changing a caption on an incoming message, they consult the Operations Center to decide how the message should be captioned.

b. If S/S-O decides to add or change a caption on a telegram, S/S-O will send a recategorization notification to all addressees with specific instructions. Store copies of all telegrams with captions, whether upgraded or modified, according to post procedures. See 5 FAH-2 H-452 for more information regarding file storage.

5 FAH-2 H-446 JOINT MESSAGE CAPTIONS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Joint message captions are only permitted on messages with specific action instructions for a Department mission and a separate military activity not part of a Department mission. The DAO at a Department mission is not a separate command, but an integral part of the mission. The caption is in the form "JOINT EMBASSY/USCINCEUR MESSAGE" and placed according to guidance provided in 5 FAH-2 H-241.

5 FAH-2 H-447 PASSING INSTRUCTIONS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. Passing instructions, PASS and ALSO PASS, are placed on telegrams addressed to a post with relay responsibilities to another agency or activity which does not have a telegraphic circuit. ALSO PASS indicates that the relay post itself is also addressed by the telegram. Passing instructions are placed below the caption line (if a caption is used) and include the name of the relay post, the passing symbol, and the name(s) of the agency or activity the telegram is relayed to. Example: DEPT PASS EPA.

b. Upon receipt of a collective address telegram containing the phrase "INFORM CONSULS" or "INFORM CONSULS AS APPROPRIATE" the IPC at principal posts with area responsibilities must forward the telegram via pouch, fax or other means to posts within their jurisdiction.

5 FAH-2 H-448 AND H-449 UNASSIGNED